

# REQUEST FOR PROPOSALS (RFP) & GRANT APPLICATION

## CALIFORNIA'S ACCESS TO VISITATION GRANT PROGRAM FOR ENHANCING RESPONSIBILITY AND OPPORTUNITY FOR NONRESIDENTIAL PARENTS

**Fiscal Year 2009–2010**

### **Application Checklist**

1. Grant Application Cover Page ☐
2. Proposal Narrative ☐
3. Budget Instructions and Budget Forms ☐
4. Compliance Statement Regarding Uniform Standards of Practice ☐
5. Certification and Assurances Forms ☐
6. Letter of No Supplantation ☐
7. Reporting Commitment Form ☐
8. Program Income Questionnaire ☐

**Letter of Intent should be e-mailed by 5 p.m., Tuesday, December 2, 2008**

**Completed applications must be e-mailed and hard copies received by the AOC by  
5 p.m., Friday, December 19, 2008**

Applications should be sent electronically to [shelly.labotte@jud.ca.gov](mailto:shelly.labotte@jud.ca.gov)

**AND**

An original plus two copies of the signed application should be mailed to  
Shelly La Botte, J.D.

Judicial Council of California, Administrative Office of the Courts  
Center for Families, Children & the Courts  
455 Golden Gate Avenue, Sixth Floor  
San Francisco, California 94102-3688

This application and all forms are available at  
[www.courtinfo.ca.gov/programs/cfcc/resources/grants/a2v.htm](http://www.courtinfo.ca.gov/programs/cfcc/resources/grants/a2v.htm)



ADMINISTRATIVE OFFICE  
OF THE COURTS

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CENTER FOR FAMILIES, CHILDREN  
& THE COURTS

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# 1 INFORMATION ON REQUEST FOR PROPOSALS (RFP) AND GRANT APPLICATION

## 1.1 Introduction

The Judicial Council of California, Administrative Office of the Courts, Center for Families, Children & the Courts is charged with administering and distributing the federal Child Access and Visitation Grant Program funds from the U.S. Department of Health and Human Services, Administration of Children and Families, Office of Child Support Enforcement.<sup>1</sup> These grants, established under section 391 of the Personal Responsibility and Work Opportunity Reconciliation Act (“welfare reform”) of 1996 (Pub. L. 104-193, 110 Stat. 2258)—also known as title III, subtitle I (Enhancing Responsibility and Opportunity for Nonresidential Parents), section 469B of the Social Security Act—enable states to establish and administer programs that support and facilitate noncustodial parents’ access to and visitation of their children.<sup>2</sup> The federal Child Access and Visitation Grant is a formula grant, and funding allocations to the states are based on the number of single-parent households.

## 1.2 General Information

### 1.2.1 Program Goals

Congress identified the primary goal of the Child Access and Visitation Grant Program funding as being **“to remove barriers and increase opportunities for biological parents who are not living in the same household as their children to become actively involved in their children’s lives.”**<sup>3</sup> Consistent with Family Code section 3204(b)(2)(G), the purpose and goal of the program is to promote and encourage healthy relationships between noncustodial or joint custodial parents and their children while ensuring the health, safety, and welfare of the children.

### 1.2.2 Grant Topic Areas

Under California’s Access to Visitation Grant Program, grant funds can be used to fund only the following three types of programs: supervised visitation and exchange services, parent education, and group counseling for parents and children.<sup>4</sup> The court and any of its subcontractors should ensure that the grant services are designed to increase noncustodial parents’ access to and visitation with their children and should not serve an unrelated goal that may be in the court/subcontractor agency’s mission.

### 1.2.3 Application Eligibility

Subject to the availability of federal funds, **the Access to Visitation Grant Program will fund continuation programs only for fiscal year 2009–2010.**<sup>5</sup>

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<sup>1</sup> Fam. Code, § 3204(a).

<sup>2</sup> 42 U.S.C. § 669b.

<sup>3</sup> U.S. Department of Health and Human Services, Administration of Children and Families, Office of Child Support Enforcement, State Access and Visitation Program Directors and Administrators: Grants to States for Access to Visitation—Application for AV Funding (June 2008).

<sup>4</sup> Fam. Code, § 3204(b)(1).

<sup>5</sup> Continuation programs are those courts awarded grant funding during *both* fiscal years 2007–2008 and 2008–2009. Continuation programs must consist of the same multicourt, multicounty collaborations and propose to offer the same program services as funded during fiscal years 2007–2009.

**The Administrative Office of the Courts, Center for Families, Children & the Courts will not accept applications to fund any new programs.** The family law divisions of the superior courts are required to administer the programs. Program administrators should collaborate with other county courts, with one court acting as a lead agency or an administering court.

All programs will be required to provide 20 percent (nonfederal) matching funds.

#### ***1.2.4 Letter of Intent***

All continuation courts that intend to apply for funding should **send an e-mail to shelly.labotte@jud.ca.gov by 5 p.m., Tuesday, December 2, 2008** stating the courts intention to apply for Access to Visitation Grant Program funding for fiscal year 2009–2010.

#### ***1.2.5 Application Due Date and Submission Instructions***

All applications must be submitted and received at the AOC both electronically and via U.S. Postal Mail Service by **5 p.m., Friday, December 19, 2008**. Electronic copies must be sent to shelly.labotte@jud.ca.gov. Mail an original hard copy plus two additional copies to the address below. Hard copies must be signed by the court's executive officer or by another officer with fiscal responsibility or authority to represent the court. Hard copy materials ***must be received (not postmarked) at the AOC by 5 p.m., Friday, December 19, 2008***. For assistance, contact Shelly La Botte at 415-865-7565 or e-mail to shelly.labotte@jud.ca.gov.

**Late applications will be disqualified (i.e., not eligible to receive grant funding) and the AOC will not accept applications by facsimile.**

You may find the grant application and all forms on the Internet at [www.courtinfo.ca.gov/programs/cfcc/resources/grants/a2v.htm](http://www.courtinfo.ca.gov/programs/cfcc/resources/grants/a2v.htm)

Please mail hard copies to:

Shelly La Botte  
Access to Visitation Grant Program Manager  
Center for Families, Children & the Courts  
Judicial Council of California–Administrative Office of the Courts  
455 Golden Gate Avenue, Sixth Floor  
San Francisco, California 94102-3688

#### ***1.2.6 Bidders' Conference Calls***

The AOC will provide two bidders' conference calls for courts seeking continuation funding. Participation in the bidders' conference calls is not required. The purpose of the conference calls is to provide information about the goal of the grant program for fiscal year 2009–2010. This will also include clarification regarding allowable and unallowable costs/expenditures, allowable/unallowable service delivery components, and a status update on the strategic planning process.

The bidders' conference call dates are:

#### **December 2, 2008**

2:00 –3:30 p.m.

415-355-5489 and 866-223-4039

#### **December 5, 2008**

10:00 –11:30 a.m.

415-355-5487 and 866-223-4037

### ***1.2.7 Grant Award Amounts and Funding Period***

Subject to the availability of federal funding, the period for this grant application will be for one year only. It is anticipated that the grant period will begin on April 1, 2009, and end on March 30, 2010. Continuation courts will receive the same amount of grant funding as awarded for fiscal years 2007–2008 and 2008–2009, **except** where the grant amount exceeds the funding allocation formula cap. **Effective fiscal year 2009–2010, the court and any of its subcontractors will be prohibited from collecting program income for any clients served under the Access to Visitation Grant Program.**

Each court must contact the Access to Visitation Grant Program Manager individually for the budget amount for which it may apply for fiscal year 2009–2010.

Grant funds will be disbursed monthly upon receipt of monthly invoices. The monthly invoices shall be submitted to the AOC Grant Accounting accompanied with all backup documentation using the appropriate forms set forth in the state contract agreement. Only expenses incurred during the contractual funding grant period can be reimbursed.

### ***1.2.8 Eligibility of Recipient of Services***

The recipients of the proposed services should be low-income separated, separating, divorced, or unmarried parents and their children who are involved in custody and visitation proceedings under the Family Code. Grant funds cannot be used to fund services for custodial parents. The grant funds must serve noncustodial parents with the intent and goal of increasing their access to and visitation with their children. Additionally, funds for this grant may not be used to provide services in dependency cases or as part of any dependency proceedings.

### ***1.2.9 Application Review Process***

The grant proposals will be evaluated with the intent to fund continuation programs that demonstrate a strong history of sound fiscal management and program administration, compliance with state and federal grant requirements, and beneficial services that satisfy the overall goals of the grant program. AOC staff will prepare a written report to the Judicial Council's Family and Juvenile Law Advisory Committee and the council's Executive and Planning Committee regarding the proposed funding recommendations. **The Judicial Council determines the final number and amounts of grants.**

Letter of intent due to AOC	December 2, 2008
Applications due to AOC:	December 12, 2008
Application review period:	January–February 2009
Notification of awards:	March 2009

## **2 GRANT COMPLIANCE REQUIREMENTS**

### **2.1. Grant Program Requirement**

If your application is accepted for funding, the court and any of its subcontractors must comply with all federal and state grant requirements and adhere to the terms and conditions of the standard contract agreement. **The Judicial Council will not award grant funding or will suspend funding to courts/subcontractors that do not meet grant compliance requirements.**

### ***2.1.1 Reporting Requirements***

For fiscal year 2009–2010, the court and any of its subcontractors must provide **quarterly** statistical data collection reports and **bi-annual** progress summary reports to the AOC program manager. The AOC will provide guidelines and requirements for these reports. Reporting information must be submitted to the AOC on a timely basis. Failure to provide these reports will be considered a default. If this default is not corrected, the state shall have the right to terminate the contract and distribute the funds to other courts.

### ***2.1.2 Standards of Practice for Providers of Supervised Visitation***

All supervised visitation and exchange programs funded under this grant program must comply with all requirements of the Uniform Standards of Practice for Providers of Supervised Visitation as set forth in Standard 5.20 of the California Standards of Judicial Administration.<sup>6</sup> These standards can be downloaded at:

[www.courtinfo.ca.gov/rules/index.cfm?title=standards&linkid=standard5\\_20](http://www.courtinfo.ca.gov/rules/index.cfm?title=standards&linkid=standard5_20).

### ***2.1.3 Annual Grantee Meeting***

As a condition of funding, applicants are required to budget for travel and attendance of two individuals (i.e., FCS applicant court grant administrator and subcontractor grant program administrator) for an annual State Access to Visitation Program Administrators Meeting.

### ***2.1.4 Statutory Requirements***

The court and any of its subcontractors must comply with Family Code sections 3201–3204. For the purpose of receiving grant funding, eligible providers for the three program services are defined according to Family Code section 3202.

Funds awarded for these grants cannot be used for construction or for purchase of land.

Applicants should read the certification and assurances forms required to be submitted with the application to understand the applicable legal and administrative requirements. In addition, courts and subcontractors must comply with the terms and conditions set forth by the U.S. Department of Health and Human Services, Administration for Children and Families, Child Support Enforcement.

### ***2.1.5 Supportive/Facilitated Supervised Visitation Services***

Subcontractors (i.e., supervised visitation provider staff) that provide supportive/facilitated visitation (FSV)<sup>7</sup> must meet the following minimum qualifications: (1) completion of a master's degree in human behavior, child development, psychology, counseling, family-life education, or a related field with specific training in subjects related to child and family development,

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<sup>6</sup> Family Code § 3202(a).

<sup>7</sup> Given the varied and complex dynamics in the context of supervised visitation, a more educational, skills-based intervention approach to serving noncustodial parents is needed to better promote and strengthen responsible and effective parenting. The expansive role of providers under the FSV model would allow for coaching, modeling, and reinforcing techniques regarding parenting skills and parent education strategies. This model would also enable more hands-on guidance and instruction including direct support feedback to assist noncustodial parents during visitation with their children. For purpose of the grant program, FSV is defined according to the California Access to Visitation Grant Program Data Collection and Reporting System.

substance abuse, mental health, child abuse and neglect, child sexual abuse, domestic violence, effective parenting, and the impact of divorce and interparental conflict on children; **and** (2) five years of providing direct professional supervised visitation **plus** three years of direct clinical supervision or professional consultation involving custody and visitation issues. Any exception to the above qualifications will require prior approval by the AOC Access to Visitation program manager.

### **3 APPLICATION INSTRUCTIONS**

#### **3.1 Application Components**

All applications must include the following (in the following order):

1. Grant Application Cover Page (this form must be downloaded separately)
2. Proposal Narrative (see sections 3.2.1 through 3.2.3)
3. Budget Instructions and Budget Forms (these forms must be downloaded separately)
4. Compliance Statement Regarding Uniform Standards of Practice (see grant application forms)
5. Certification and Assurances Forms (see grant application forms)
6. Letter of No Supplantation (see grant application forms)
7. Reporting Commitment Form (see grant application forms)
8. Program Income Questionnaire (see grant application forms)

All of the required forms and grant application components are at [www.courtinfo.ca.gov/programs/cfcc/resources/grants/a2v.htm](http://www.courtinfo.ca.gov/programs/cfcc/resources/grants/a2v.htm).

#### **3.2 Application Proposal Narrative**

The proposal narrative **should not exceed three pages**. The page limitation does not include the required forms and the abstract/proposal summary. Please structure your responses according to the outline below. In addition, margins must be at least 1 inch and the type 12 point, Times New Roman font.

##### **3.2.1 Abstract/Proposal Summary**

Provide a **one-page summary** description of the grant program that includes: (a) type of program services; (b) program goals; (c) anticipated number of families to be served; (d) anticipated number of hours of service; and (f) how the program will support and facilitate noncustodial parents' access to and visitation with their children.

##### **3.2.2 Program Safeguards**

Describe (explain in detail) how the grant program will ensure the safety of parents and children who are served through the grant program.

##### **3.2.3 Monitoring of Grant Program**

Based on the federal statute and program regulations governing the grant program, states are responsible for monitoring grantees to ensure that programs are providing authorized services, are being conducted in an effective and efficient manner, contain safeguards to ensure the safety of parents and children, and ensure that the funds are being properly spent. Please describe in detail how the court **and** any if its subcontractors intend to meet this requirement.

## 4 BUDGET INFORMATION

Each court and any of its subcontractors must submit a program budget (including a justification narrative) with the grant application. Please review the budget instructions to determine appropriate budget item expenditures and reimbursable costs. **The budget instructions, required budget forms, and a sample budget and narrative are at: [www.courtinfo.ca.gov/programs/cfcc/resources/grants/a2v.htm](http://www.courtinfo.ca.gov/programs/cfcc/resources/grants/a2v.htm).** The court must have a written agreement with the subcontractor and a copy of this agreement must be submitted to the AOC grant accountant at the time invoices are submitted for reimbursement.

### 4.1 Indirect Costs/Overhead Costs

Indirect costs are those expenses incurred which from their nature cannot be readily associated with a specific grant. Like overhead expenses, these expenses are prorated to the grant program based on benefit received from their incurrence. In addition, court should review the *Trial Court Financial Policies and Procedures Manual, FIN 16.02* for additional guidance.

1. The court may charge at the state-or-federal-approved rate.
2. In lieu of an approved rate, the court may use a standard indirect cost rate equal to ten percent of the direct salary and wages costs of providing services, excluding overtime, shift premium, and all other fringe benefits.
3. Subcontractors are not allowed to charge indirect costs.

### 4.2 Match Requirement

There is a 20 percent (nonfederal) matching-funds requirement for the grant. The match can be cash or in-kind.

### 4.3 Program Income

**Effective 2009–2010, the court and any of its subcontractors will be prohibited from collecting any program income for any clients served under the Access to Visitation Grant Program** (i.e., the grant program should be offered free/no cost to clients). If federal requirements related to program income change during the fiscal year, the court and any of its subcontractor will be required to adhere to the new federal and state terms and conditions.